

YCC Scotland Management Board Meeting

Meeting 9/10/17 Action Points

Members present: Tracy Duff (TD), Alison Paterson (AP), James Dear (JD). **Teleconference:** Simon Maxwell (SM- Chair), Angela Timoney (AT)

Apologies: Rose Marie Parr (RMP), Fiona Houston (FH)

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Fiona Houston (FH), Rose Marie Parr (RMP)		
2: Action points from 3 rd July	One point of accuracy noted- date is incorrect (to be changed to 3 rd July). All other points covered by agenda	TD	10/10/17
3: Changes to the YCCS team	3.1: Donna Watson has left the YCCS team to take up a new post with Edinburgh University Library. SM, on behalf of all the team, thanked Donna for her significant contribution to YCCS over the past 2 years. The post has been advertised with short listing on 11/10/17. The funding for the band 5 and band 3 posts has been re-allocated so that the post will revert to full time (split between MI and YCCS, which is an increase from the current 0.5wte post). 3.2: Fiona Houston has permanently reduced her hours to 0.2wte (and will work Wednesdays only). The remainder of the post has been used to increase the band 5 post. Some internal reorganisation of the workload will be required to reflect these changes.	SM	
4: Matters Arising:	4.1: Vision Update- The reprovisioning contract for the GP IT systems is being advertised, and therefore unlikely that any HB will invest in the upgrade which is required for integration of YC reporting into Vision until this is agreed. TD has now received the contact details for Lucy Munroe and will contact her regarding YC reporting being embedded. - Vision Update to be added to the agenda for the Advisory Group meeting. 4.2: NES ADR modules- previously the group agreed that keeping the YCCS modules would be preferable. This will require significant resource to update the content, and to transfer to the new platform. TD has discussed with Leon Zlotos the process for transferring the YCCS modules to the new platform (Touras), using storyline software. NES do not currently have resource to assist with the transfer, and TD had initially suggested that Fiona Houston could do this. However this will not be feasible with her reduced hours. SM and JD considered that the British Pharmacological Society may be able to host/ assist with developing e-modules. The advantages	TD TD	Next meeting 20/11/17

	<p>would be this would be a national resource. The team agreed the modules should be freely available within Scotland, and it could be mutually beneficial to BPS and YCCS. SM to make some enquiries.</p> <p>4.3: YC training in student nursing courses. RMP was not present to update on the action point from the previous meeting. TD will follow up with RMP.</p>	SM	20/11/17
		TD/ RMP	Next meeting
5: Annual Report April 2016 to March 2017.	<p>The YCCS annual report and local health board reports have been circulated, and uploaded to Citrix (for the MHRA). The team discussed this and noted the following;</p> <ul style="list-style-type: none"> • Overall 1% increase in YC reporting across Scotland • Further significant decline in GP reporting (8%) • Huge increase in reporting by community pharmacists (53%) • Further increase in patient reporting, accounting for 27% of total reports <p>The team agreed that in light of the challenges in Scotland, in the absence of integrated e-YC reporting with clinical systems, this is overall positive. In particular the success in influencing community pharmacist reporting, and patient engagement should be recognised. The issue of how to encourage GP reporting will need to be considered, but it is hoped that having a GP representative on the Advisory Board will assist with this. This will be added to the agenda for the next advisory board meeting.</p> <p>SM advised that in Lothian this was discussed at the ADTC meeting. Overall the group considered that it was helpful.</p>	TD	20/11/17
6: MHRA Activity	<p>6.1: Feedback from YCC/ MHRA AGM 11th September- attended/ presented by TD (SM also dialled in for part but was unable to attend). Main points for sharing;</p> <ul style="list-style-type: none"> • Patient friendly Medra terms are being developed as part of the Web-radar project, using verbatim text from patient reported ADRs. • YCC Wales have had a further 12% increase in GP reporting. This was attributed to continuation of the national performance indicator in primary care (for YC reporting).The feasibility of extending this to secondary care is currently being investigated. • The MHRA were asked to consider official recognition of YCC Champions to increase the incentive. • MHRA are working with an IT company to take over the maintenance of the YCC app. It is hoped this will enhance and improve the functionality. <p>6.2: RIDR update- an update was provided at the AGM; since launch in March there have been 189</p>		

	<p>reports involving 34 different suspect substances. A number of signals have been identified from this- the report can be viewed via the Dashboard (TD circulated the link to this for information). It is noted that these reports are coming through on the YC quarterly data. TD clarified with the MHRA that YCCs are not responsible for reporting this information; however they should continue to raise awareness of RIDR. A link should be provided via the YCCS website, but the team did not consider that it would be beneficial to include details of the reports on the annual or quarterly reports.</p> <p>6.3: Outcomes from SCOPE stakeholder event March 2017. TD requested this from the MHRA and circulated for information- no further action required.</p> <p>6.4: MHRA Social Media Campaign November- TD noted in the last MSO meeting that the MHRA are planning another social media campaign in November. No information has yet been shared with the YCCs on this- TD will follow up with Mitul as it will be useful to engage with this.</p> <p>6.5: MHRA blog for patient information forum- the blog written by Mitul for the Patient Information Forum was circulated for information. It was agreed that this was an excellent article, and may be helpful for developing our generic articles for patient groups. TD has also asked Mitul if there are plans for sharing this more widely (to prevent duplication).</p> <p>6.6: MSO presentation- TD circulated the slides from the last MSO WebEx for information, which included a useful presentation by Mitul (MHRA) on yellow card reporting.</p>	TD	Next meeting
7: YCCS Website/ Social Media	<p>7.1: Twitter update- AP updated the group- currently 215 followers. Stats over last 3 months-</p> <ul style="list-style-type: none"> • July- 13 tweets/ 102 profile visits/ 5,365 impressions/ 17 new followers • August – 14 tweets/ 267 profile visits/ 18.7k impressions/ 44 new followers • (part) September – 9 tweets / 500 profile visits / 5924 impressions / 26 new followers. <p>It was agreed that YCCS should be involved in the November social media campaign.</p> <p>7.2: Toolkit- DW has sent this to the MHRA for comments. No formal comments have been received but Mitul provided very positive feedback on this at the AGM. The MHRA are keen to share this with other YCCs. The team agreed that YCCS would be agreeable to the MHRA adapting for UK use, provided YCCS are attributed for the work. Currently this has been developed using NES software, and although this can be freely used within NHS Scotland, permission would need to be obtained for use outside NHS Scotland. The YCCS team considered it could be beneficial if the MHRA took over the ownership of this, to ensure appropriate update. TD will discuss with Mitul.</p>	AP/ TD	November
8: Patient Group	8.1: Generic information document- the team previously agreed that it would be useful to have a	TD	Next meeting

Engagement	<p>generic document which could be used for newsletters/ blogs for patient groups. AP/ TD will draft one for comment, and consider the MHRA blog produced by Mitul.</p> <p>8.2: GP TV Screens- the MHRA are still not agreeable to using a photo to illustrate side effects. AP asked whether they have approved illustrations, however the ones they have provided from the social media campaign are not suitable as stand-alone images. TD to follow up with MHRA on plans for sharing their GP slides that are available in NHS England before YCCS commit further efforts to this.</p> <p>8.3: Patient Information Forum event- the MHRA are keen for YCCS to attend this event in Glasgow to promote YC reporting. However, the fee for attending with the YCCS stand is £400 plus VAT which they agreed to reduce to £300 plus VAT on negotiation. Similar events are usually free to exhibit and given that patient engagement is high in Scotland, the team felt this was unjustifiably expensive. TD had suggested that if the MHRA wished YCCS to attend on behalf of the YC scheme, and were willing to fund this, then we would be happy to attend. The MHRA have not responded to this.</p>	AP/ TD	Next Meeting
9: HCP Engagement	<p>9.1: NHSL Pharmacy Champions- following the success in Lothian, the team agreed we should aim to roll this out across Scotland (in absence of an established MSO network). TD has asked for this to be added to the agenda for next meeting of the Pharmacy Quality Governance Group for consideration.</p> <p>9.2: Pharmacist Independent Prescribers- AP has been in touch with the course leaders at RGU who are keen to engage. The intension would be for a member of the YCCS team to present on the YC scheme in the first place. AP to follow up with Strathclyde.</p> <p>9.3: Pharmacy in Practice website- TD has been in touch with the team at Pharmacy in Practice and agreed to an interview/ article.</p> <p>9.4: Royal College specialist training days- JD to present to the next group of core medical trainees (approx 50 attendees at RIE).</p> <p>9.5: GP engagement- efforts will need to target GPs. YCCS had previously presented at GP registrar training days. AP will follow up with a contact in NHS Lothian to see whether this can be reinstated. JD suggested promotion of the YC app might be the way to target to GPs, although it was acknowledged that the app still requires the details to be entered separately, and is not very user friendly (hopefully this will be improved with the IT upgrade to the app). To be added to the agenda for discussion with the Advisory Board.</p>	TD AP JD AP TD	Next Meeting Ongoing Next meeting 20/11/17
10: Student Engagement	10.1: Educational establishment survey- no response received from West of Scotland University, Stirling, Napier, Dundee, Glasgow and Stirling. Despite SM contacting individuals within the medical teaching in these establishments, the response from medical is poor (the majority of responses were		

	<p>from nursing and pharmacy). The results were circulated and discussed. It was noted although all establishments who responded included ADR teaching, students are assessed on their understanding in only 40% of establishments who responded. It was also noted that;</p> <ul style="list-style-type: none"> • The ADR modules are still being used in teaching, and there is further interest in these. • Those establishments that expressed interest in generic presentations/ YCCS materials, the ADR modules or face to teaching the ADR modules will need to be followed up. <p>10.2: Update on teaching- AP advised that Strathclyde University have changed the pharmacy course this year, and have not included the usual teaching spot for YCCS. AP to contact the course administrator again to reiterate that YCCS are keen to continue to engage with the students, request details on how PV will be covered and offer our support. AT suggested copying to Anne Boyter.</p>	AP/ TD	Next meeting
		AP	Next Meeting
11: Collaboration with Scottish Government	11.1: AT, TD, RMP and Laura McIver met on 9/08/17 to discuss the SLA between YCCS and the SG. Minor updates will be made to the draft which will be circulated for agreement in the next meeting.	TD	Next Meeting
12: Research	<p>12. 1: Dentist paracetamol safety campaign- JD advised that NHS Lothian treat approx 100 cases of paracetamol overdose annually and that around 50% of these arise from use to treat dental pain. This is often due to a lack of awareness of the dose, and in particular confusion with the frequency (taking 4 hourly) or from inadvertent use of multiple paracetamol containing products. JD suggested a publicity (poster) campaign to target this, to increase awareness in collaboration with YCCS. The effectiveness could be measured, as all cases are recorded (audit possible). The team supported this project/ collaboration. AT to provide JD with contacts for dentistry (primary care contractor and community hosted within NHS Lothian) as a starting point.</p> <p>12.2: 2017 NHS Research Scotland Annual Conference- DW had highlighted this event which is taking place in Perth on 1/11/17. It is noted that Dr Tobias Dreschulte is presenting on improving primary care prescribing safety. TD circulated details for information. To consider attending with YCCS stand, as it would be a good networking opportunity.</p>	AT/ JD	Next meeting
		AP/ TD	1/11/17
13: AOB	The next YCC/ MHRA quarterly TC date TBC. TD will advise asap.	TD	ASAP
14: Date & time of next meeting-	TBC following a doodle poll	FH	

Action point summary

Item on Agenda	Action Point	Action By	Date for completion
3: Changes to team	3.1 SM to contact DW to thank her for her contribution to the team.	SM	
4: Matters Arising	4.1: Vision Update- TD to contact Lucy Munroe and to add to agenda for Advisory Board meeting 4.2: NES ADR modules- SM to contact BPS regarding possible hosting of ADR modules 4.3: YC training in student nursing courses- TD to follow up with RMP (on informal discussion with Chief Nursing Officer)	TD SM TD/ RMP	Next meeting Next meeting Next meeting
6: MHRA Activity	6.2: RIDR update- to check if link included on YCCS website 6.4: MHRA Social Media Campaign November- to check details with MHRA	TD TD	Next meeting October
7: YCCS Website/ Social Media	7.1: Twitter- YCCS to engage with MHRA November social media campaign 7.2: Toolkit- to follow up details of ownership with MHRA	AP/ TD TD	November Next Meeting
8: Patient Group Engagement	8.1: Generic YC article- AP to draft/ adapt MHRA blog for YCCS use 8.2: GP TV Screens- TD to obtain details of the MHRA GP slides and plans for use	AP TD	Next Meeting Next Meeting
9: HCP Engagement	9.1: NHSL Pharmacy Champions- discuss possible roll out to Scotland at next meeting of the Pharmacy Quality Governance Group 9.5: GP engagement- AP will follow up GP registrar training with a contact in NHS Lothian To be added to agenda for discussion at next Advisory Board meeting	TD AP TD	Ongoing Next Meeting 20/11/17
10: Student Engagement	10.1: Educational establishment survey- follow up establishments that expressed interest in generic presentations/ YCCS materials, the ADR modules or face to teaching the ADR modules 10.2: Update on teaching- AP to contact Strathclyde coordinator regarding pharmacy training again, copying in Anne Boyter.	TD/ AP AP	Next Meeting Next Meeting
11: Collaboration with Scottish Government	11.1: SLA to be updated and re-circulated	TD	Next Meeting
12: Research	12. 1: Dentist paracetamol safety campaign- AT to provide JD with contacts for dentistry (primary care contractor and community hosted within NHS Lothian) 12.2: 2017 NHS Research Scotland Annual Conference- AP/ TD consider attendance with YCCS stand	AT/JD AP/ TD	Ongoing 1/11/17
13: AOB	December YCC/ MHRA TC dates TBC	TD	
14: Date & time of next meeting-	TBC following a doodle poll	FH	